

# Small developments handbook

A Guide to the Subdivision  
Process and Water  
Corporation requirements.

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## Glossary of terms

Agreement	The formal legal document between the Developer and Water Corporation with respect to fulfilling the Water Corporation conditions as per the Conditional Approval granted by the Planning Commission (WAPC) conditions for a designated area of subdivision
Approval Subject to Conditions (Conditional Approval)	Provided by the WAPC
BuilderNet	The Corporations web application for lodging building applications and requests for services
Civil Engineering Consultant	An expert in the planning, design, and construction of both public and private infrastructures
Civil contractor	Is a company that constructs infrastructure, subdivisions, roads, earthworks, utilities, or construction projects
Clearance	Letter and Stamped Deposited Plan or Strata Plan from the Corporation stating that Water Corporation requirements have been met
Clearance Checklist	A document we provide to help you track all the requirements you must meet prior to clearance
Cut in Junction	New property connection to an existing sewer main
Deferral of SIC's	An option approved at Water Corporations discretion to defer Standard Infrastructure Contributions for a maximum of 12 months but still obtain Clearance
Deposited Plan	Official record of the legal boundaries of a green title lot/s, including dimensions and size of the lot/s to be lodged with Landgate to create the new Title
Easement	A notification on the Deposited Plan alerting landowners to the presence of a Water Corporation asset and possible building restrictions
Feature Survey	Preliminary plan prepared by your surveyor for the application to the WAPC
Future Water Service	The water meter and water pipe from the water main to the lot boundary installed by the Water Corporation and paid by the Developer
Mains Extension	Extension of Water Corporation's water or sewer mains

Master Meter	Large Meter (>20mm) to serve multiple strata lots or group housing sites
Section 70A Notification	Notification under Section 70 of the Transfer of Land Act 1893 typically applied on lots when standard level of service cannot be provided by the Corporation
Standard Infrastructure Contribution (SIC)	A one-off contribution by Developers in recognition of the demand the additional lots will create on Water Corporation's storage, treatment, distribution, collection and disposal infrastructure
Strata Plan	Is the official record of the legal boundaries of strata lots, including the dimensions and size of the lots
Sub-Meter	Used to individually meter lots within a strata scheme with a Master Meter
WAPC Reference	Reference number specific to your application provided by the WAPC

## 1. Introduction

Water Corporation's requirements make up a small portion of the subdivision process and some terms can be difficult to understand for those not in the industry. The purpose of this document is to provide guidance and explanation to make the process a little less daunting.

## 2. Roles and responsibilities

**Land Servicing Advisor** - a water corporation employee who is responsible for ensuring that design submissions comply with current planning requirements and advising of any specific requirements.

**Developer** - The person or organisation that has entered into an agreement with Water Corporation to provide water or wastewater services to a proposed subdivision.

**Engineer** - A qualified professional Engineer who has appropriate engineering experience in the design and delivery of Water Corporation infrastructure.

**Licensed Plumber** – A plumber licenced by the Plumbers Licensing Board, will typically carry out cut in junctions or relocation of internal plumbing to suit lot boundaries.

**Licensed Surveyor** – A Surveyor engaged by the Developer, licensed by the Land Surveyors Licensing Board of WA, responsible for the preparation of the Deposited Plan or Strata Plan and may manage the subdivision process on your behalf.

**Western Australian Planning Commission (WAPC)** - Responsible for determination and approval of your subdivision proposal.

### 2.1. Helpful links

[BuilderNet](#)

[Deposited Plan](#)

[Green Title Servicing Subdivisions](#)

[Infrastructure Contributions](#)

[Waterwise Plumbers](#)

[Meter Based Standard Infrastructure Contributions](#)

[Strata Title Servicing](#)

[Strata and Green Title Subdivisions](#)

### 2.2. Further information and advice

Our website contains further information under the "[Developing and Building](#)" heading.

If you have questions related to a specific project, you can request servicing advice through our [website](#). Please provide as much information as you can when filling this out, the more information we have the more specific we can be with our advice.

## 3. Strata or green title

The decision on whether to do a strata or green title development involves several factors such as difference in cost of servicing, difference in end value, use of common property, common walls or

common servicing and zoning requirements. The information below is to provide guidance on the difference between the two in the cost of providing water and wastewater services.

### **3.1. Wastewater services**

Each green title lot needs a direct, individual connection to our sewer main. This is typically done by way of a cut in junction or a sewer mains extension.

A strata subdivision can share internal plumbing and the property connection which means that instead of cutting in a new junction or having an engineer arrange or design a mains extension; you can engage a licensed plumber to service the lots, which is generally less costly.

### **3.2. Water services**

As with the sewer, each green title lot will need an individual connection to our water main. The proposed lots will need to be fronting a water main. This means that the water main must run past the proposed lot boundary on either side of the road.

For strata lots, there is an option for individual services/meters or a master meter with sub meters. A master meter arrangement will typically work out cheaper than individual metering where there are more than 3 strata lots.

### **3.3. Fees**

Standard Infrastructure Contributions assessed for both green title and strata title will be the same if individual servicing is requested. There is opportunity for savings when a master/sub metering arrangement for a strata development is requested. For more information please visit our [website](#).

## **4. Requesting an Agreement**

Once you have received Conditional Approval from the WAPC, you can request an Agreement. Visit the [Applications and submissions](#) section of our website.

Complete the relevant form and we will send the agreement via email within 35 Days.

## **5. The Agreement**

The Land Development Agreement is the document that details the requirements you must complete to allow us to provide Clearance of the Conditions. The agreement will contain a clearance checklist; use this to keep track of the items you have completed. Each agreement is prepared specifically for your subdivision and all the requirements must be met.

### **5.1. Fees**

#### **5.1.1. Standard Infrastructure Contributions**

These are a one-off fee payable by the developer when new lots are created and connected to our Water and Wastewater Schemes.

### **5.1.2. Future Water Service / Deferred Service**

If your lot directly fronts a water main, you will be charged a future water service fee for each new lot created. This is the cost of installing a water meter; however, a water meter won't be installed when you pay this. The reason for this is meter on vacant lots are prone to leaking, damage and theft. We hold the money against the new lot, and the service will be installed when building plans are approved.

### **5.1.3. Payment of Fees**

It is possible to pay your Standard Infrastructure Contributions (SIC) fees at either the building or subdivision stage. If you are intending to submit your building application for building approval and have not paid your Standard Infrastructure Contributions, you can do so as part of your Building Application. Please make sure to inform the Land Servicing Advisor in charge of your Land Development Agreement of your intention to pay these at Building Stage to ensure you are not overcharged but note that the Land Development Agreement cannot be completed until paid.

## **5.2. Servicing requirements**

The agreement will outline the servicing requirements specific to your subdivision, these are the most common:

### **5.2.1. Water or sewer main extension**

This is more common among green title subdivisions. If the proposed lots do not have direct access to a Water Corporation water or sewer main, you will be required to extend the mains to your lot. You will need to engage a suitably qualified Civil Engineering Consultant and a civil contractor to design and construct the works. Water Corporation cannot recommend any engineering firms or contractors, so we suggest you seek guidance from your surveyor, alternatively a Google search will also present you with the options.

### **5.2.2. Relocating a water service**

If your subdivision separates your water meter from an existing house, the meter will need to be relocated to within the property boundary of the house it is supplying. You will need to apply for the meter to be relocated through BuilderNet on our website. Your plumber will be required to move the internal plumbing to the new location prior to our crew relocating the meter.

### **5.2.3. Cut-in junction**

You will receive a Plumbers Advice Kit with your agreement that details the process and requirements for having a junction cut in. To have a junction cut in you will need to lodge a sewer application via BuilderNet. Your plumber will need to excavate to the main, where our crew will cut in the junction, and then your plumber will bring the connection to within your proposed lot boundary.

## **6. Requesting clearance**

Once you have completed all the items on your clearance checklist, you can request clearance. Typically, your surveyor will complete this step, so provide all the supporting information to your surveyor and have them submit for clearance with the Deposited Plan/Strata Plan.

Clearance must be requested by using the [online submission form](#) on the Water Corporations website.

## **6.1. Deposited plan / Strata plan**

Your surveyor will likely have prepared a feature survey when you first applied to the WAPC, they now must prepare the final survey plan. Landgate have an example of what this should look like under Survey or Strata plans samples in on their website - [Landgate – Survey or Strata Plan](#).

## **7. Making payments**

Once all conditions have been completed and accepted by Water Corporation, the nominated payer will be issued a tax invoice for payment.

## **8. Clearance**

Once payment has been receipted, we will provide a letter and a stamped copy of your Deposited Plan/Strata Plan noting that you have met the requirements of the condition/s outlined in your WAPC Decision Notice within 5 business days.

## **9. Building**

Once the lot is ready to be developed, you can lodge your building application via BuilderNet.

## **10. Refunds**

If you do not wish to proceed to clearance of your subdivision and you have paid the applicable Infrastructure Contributions, you will be able to request a refund. Any fees that have been paid towards physical work to be done by Water Corporation (i.e. a cut in junction or meter relocation), will not be able to be refunded if the work has been carried out.

## **11. Feedback**

If you have any feedback regarding the content of this document, please email us at [land.servicing@watercorporation.com.au](mailto:land.servicing@watercorporation.com.au).